		Page 1 of 4
District 05-02	Department of General Services	
Court Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2432
Prince George's County - Upper Marlboro	P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1.	Fiscal/Accounting Paid Interpreter Invoices	2219	Sect V Item 1c.	Jan. 1, 2006 through Dec 31, 2006	2 boxes		
						/ - 8 2013	had
						NOV	\sim
	Closed in						

Destruction Approved by Maryland State Archives

8-26 Date

State Archivist

Signature of Court Official

Destruction Certification

Date

District 05-02

County

Court

District 05-02		Department of General Services	
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2432
Prince George's Cour	nty - Upper Marlboro	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1.	Fiscal/Accounting Paid Interpreter Invoices	2219	Sect V Item 1c.	Jan. 1, 2007 through Dec 31, 2007	2 boxes	NOV - 8 2013	Shred
	Closed in						

Destruction	Annroyed	by Maryla	nd State	Archive
Destruction	Approved	by Ivial yla	nu State	AICHIVE

Date

State Archivist

Signature of Court Official

Destruction Certification

/ Title

Date

District 05-02	Department of General Services	
Court Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2432
Prince George's County - Upper Marlboro	P.O. Box 275	Forward three (3) copies
County	Jessup, Maryland 20794-0275	to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ration		4		
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1.	Fiscal/Accounting Paid Interpreter Invoices	2219	Sect V Item 1c.	Jan 1, 2008, through Dec 31, 2008	2 boxes	NOV - 8 2013	Shed
	Closed in)		A.	1		

Destruction	Annroyed	by Maryland	State Archive
Desti action	Approved	by Marylanu	State Archive

8-26-13 Date

State Archivist

Signature of Court Official

Destruction Certification

Title

Date

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District 05-02

Court

Date

Pege 4 of 4

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
Prince George's County - Upper Marlboro

P.O. Box 275
Jessup, Maryland 20794-0275

Page 4 of 4

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1.	Fiscal/Accounting Paid Interpreter Invoices	2219	Sect V Item 1c.	Jan 1, 2009 through Dec 31, 2009	2 boxes	NOV - 8 2013	Shred
	Closed in						

Destruction Approved by Maryland State Archives

G-26 Date

State Archivist

Signature of Court Official

Destruction Certification

Title

Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page